



workforce
SOUTHWEST WASHINGTON

Workforce Southwest Washington

Request for Proposals

For the period July 1, 2023 – June 30, 2026

Workforce Innovation and Opportunity Act (WIOA)

Opportunity Youth Investment

Release Date: December 7, 2022

Due Date: February 10, 2023, 5PM Pacific Time

Any proposals received after that time will not be accepted

Contents

Section I: RFP Information	3
A. Purpose of Request for Proposals (RFP)	3
B. Eligibility Requirements	4
C. Schedule for RFP Submission, Review, and Awards	4
D. Information Session.....	4
E. Communication and Clarification Procedures	4
Section II: Background and Proposal Requirements	5
A. Definitions and Goals.....	5
B. Next History and Overview	9
Section III: Programming Philosophy & Elements	10
A. Priority Populations	10
B. Performance Outcomes.....	10
C. 14 Required Opportunity Youth Program Elements.....	11
D. Data Management.....	12
Section IV: RFP Information	13
A. Proposal Review and Evaluation Process	13
B. Submission Requirements	13
C. Proposal Evaluation Criteria, Preparation Instructions and Response Package.....	14
D. Checklist.....	22
Section V: Provisions and Disclaimers	22
Appendices.....	25
Appendix A.....	25
Appendix B	27
Appendix C	28
A. Operations Policies	28
B. WSW Technical Assistance.....	28
C. State Policies and Other Links.....	28
D. Youth Resource Links.....	28

Section I: RFP Information

I A. Purpose of Request for Proposals (RFP)

Workforce Southwest Washington (WSW) is soliciting consortium-based proposals for the delivery of services to out-of-school youth (OSY) ages 16-24 in Clark, Cowlitz, and Wahkiakum counties of Washington state under the Workforce Innovation and Opportunity Act (WIOA) Title I. This RFP is looking to identify consortiums capable of offering integrated services focused on providing holistic support and training to prepare OSY for post-secondary and career success.

Geographic Area: Respondents must submit a proposal for Clark County, Cowlitz and Wahkiakum counties, or all three. Proposals specific to Clark County must include detailed plans for integration into the Opportunity Youth employment and training one-stop, Next. Proposals specific to Cowlitz and Wahkiakum counties must include strong partnerships with the community and include partners who support the development of a youth one-stop center, branded and referred to as “Next” in each of those areas.

Grant Amount: A total of \$1,050,000.00 WIOA Title 1 funds are anticipated to be available for year one of the program based on past funding. Proposers are not required to request the full amount of estimated available funding but cannot request more than this amount. These funds will be divided among Clark, Cowlitz, and Wahkiakum counties by the following percentages, respectively: 78.46%, 21.04%, and .5%. Percentages are subject to change based on available funding and other factors. Funds provided by this RFP shall not be used to duplicate services available in areas (with or without reimbursement) from other federal, state, or local sources.

Contract Term: July 1, 2023 – June 30, 2024

Option to Extend: WSW reserves the right to extend the contract for up to two additional years (through June 30, 2026) on a year-to-year basis without further solicitation, based on funding availability, contractors’ satisfactory performance, legislative policy, and other factors.

Proposers will be asked to design innovative programming focused on priority populations with comprehensive services that result in OSY achieving academic and employment success. WSW is seeking proposals which are collaborative, innovative, and knowledgeable of diverse, equitable and inclusive practices. Proposers are expected to tailor their strategies to most appropriately serve the counties in which they apply. Proposers should also showcase their ability to leverage resources and build partnerships that result in a collaborative, responsive and cohesive system. Proposers will be expected to clearly describe roles and responsibilities of every partnership and how they will structure their relationships. Proposals should also include respondents’ strategy for ensuring retention of staff and providing services in a trauma informed manner.

The content of the accepted proposal will become the basis for the negotiation of a final contract agreement. This negotiation will include final performance goals, elements of program design, and all elements of the program line-item budget. Proposers are advised that documents in the possession of WSW are considered public records and are subject to disclosure under the State Public Records Law. The successful proposers will also be required to agree to WSW’s General Terms and Conditions and agree to comply with any policies created by WSW and any applicable federal or

state policies, regulations, or laws. A copy of WSW’s General Terms and Conditions for all contracts will be sent to proposers upon request; email info@workforcesw.org.

I B. Eligibility Requirements

Organizations eligible to submit proposals fall within any combination of the following categories:

- Government Agencies
- Private non-profit organizations
- Private for-profit businesses
- Business service and advocacy organizations

I C. Schedule for RFP Submission, Review and Awards

December 7, 2022	RFP Released
January 9, 2023 1-2PM PST	Information Session Cowlitz and Wahkiakum Counties
January 11, 2023 1-2PM PST	Information Session Clark County
February 10, 2023 <i>Must be received by WSW by 5:00PM PST</i>	Proposals Due
February 16, 2023 10AM-2PM PST	In-Person Proposer Presentations Vancouver, WA
February 22, 2023	Evaluation Committee Review
March 14, 2023	WSW Board Review and Approval
March 15, 2023	Notification of Funding Allocation
March 20 – June 7, 2023	Contract(s) Development
July 1, 2023	Contract(s) Start

WSW reserves the right to make changes to the above timeline or cancel any events.

For any timeline questions, please email info@workforcesw.org

I D. Information Session

WSW encourages all interested parties to attend the Information Session in-person for the counties in which they apply—there is also a virtual option available. This is the forum that WSW has selected to present non-competitive information on the RFP and answer questions so that all interested parties will have the benefit of the same answer. Attendees will also have the chance to network with one another to form any partnerships for the purpose of this RFP. Minutes from the Information Session and contact information for all attendees will be posted [here](#).

RSVP:

[Cowlitz and Wahkiakum Counties: Monday, January 9, 2023 from 1-2PM PST.](#)

[Clark County: Wednesday, January 11, 2023 from 1-2PM PST.](#)

I E. Communication and Clarification Procedures

The primary mode of communication between WSW and potential proposers will occur on the [WSW website](#). Beginning December 7, 2022, interested parties can download the Request for Proposals from the website. After the last Information Session scheduled for January 11, 2023, a question-and-

answer page will be available on the website and will be updated through February 3, 2023. All questions must be submitted via email to info@workforcesw.org. It is the proposer's responsibility to check the web page frequently to stay connected and apprised throughout the process. Questions will not be answered over the phone or in-person. Questions received after 5PM on Friday, February 3 will not be answered.

Section II: Background and Proposal Requirements

II A. Definitions and Goals

Workforce Innovation and Opportunity Act (WIOA)

On July 22, 2014, President Obama signed WIOA into law, with the goal of consolidating and improving employment, training, literacy, and vocational programs in the United States. Every year, the key programs that form the pillars of WIOA help tens of millions of job seekers connect to good jobs and acquire the necessary skills and credentials needed to obtain them, as well as assist current workers with advancing in their organizations and furthering career opportunities.

This RFP was created in response to the 2014 WIOA Legislation described above. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Proposers should read [Training and Employment Guidance Letter 04-15](#) issued by the U.S. Department of Labor that outlines the vision for the One-Stop System under WIOA.

The spirit of WIOA legislation emphasizes collaboration and the philosophy that we can accomplish more if we work together to serve job seekers and employers. This RFP focuses on the following key messages from the legislation:

- A broader youth vision that supports an integrated service delivery system and ultimately a local approach to the development and implementation of one-stop youth center(s)
- A commitment to providing high quality services that are accessible to all
- An alignment of investments in workforce, education, and economic development
- Meeting the needs of employers, workers, and job seekers through sector partnerships related to in-demand sectors and occupations

Workforce Southwest Washington (WSW)

[Workforce Southwest Washington](#) (WSW) is the local workforce development board, overseeing policy and planning for WIOA workforce development activities in Clark, Cowlitz, and Wahkiakum counties. WSW's mission is to lead a regional workforce development system where every individual has access to high quality employment and every business has access to a highly skilled workforce. More detail can be found in the [Strategic Plan](#).

Opportunity Youth

Opportunity Youth are defined as young adults between the ages of 16-24 who are not enrolled in school nor engaged in work. The Columbia-Willamette Workforce Collaborative created an [Opportunity Youth Labor Report](#) in 2022, and estimated nearly 34,400 16-to-24-year-olds in the Portland-Vancouver region are neither in school nor working. This accounts for more than 13% of all youth in the region. Proposals will focus on supporting youth in completing their education and

attaining a credential, while at the same time providing work-readiness school development through a developed soft skill curriculum, career training opportunities, and job placement as appropriate.

Work-Readiness Curriculum

A curriculum must be implemented in youth programming that focuses on workforce preparation and relevant soft skill development for Opportunity Youth. The curriculum must be innovative and rooted in work-based learning to empower participants to be successful in the modern workplace. OSY should be considered as the main audience of the curriculum, and it should include relevant soft-skill development. WSW expects to implement a curriculum for its youth program within the upcoming contract period and subsequent contract periods. The applicant must propose curriculum models that meet the needs of local OSY.

Next Gen Leadership Council

Next currently conducts a leadership council group comprised of Next participants and led by a Next staff member. These participants aspire to be the next generation of leaders and are given responsibility to contribute to Next's operations in a way that develops their leadership skills. This could include leading community service and peer-centered activities that encourage responsibility and other positive social and civic behaviors, as appropriate. **Successful proposers will continue the work of this established council in their offered services.**

Functional Leadership Positions

WSW provides local oversight to provide planning and management of program design. In addition, proposers should be aware that Next utilizes a functional leadership model that places inter-agency partners under the management of the Next Director. The Next Director is empowered and given responsibility to build and maintain Next partnerships, strategize and adjust program design as it relates to Next, develop goals and initiatives to direct Next's course, guide leadership and team members on internal policies and procedures, oversee overall performance and ensure all co-located staff are cooperating. This emphasis on integrated service delivery aligns center partners around a shared vision and shared goals, drives continuous improvement, reduces duplication in service delivery, and enhances resource leveraging and use.

Next's Office Manager is also an important piece of Next's functional leadership. The Office Manager is responsible for maintaining the front welcome desk and directing all incoming participants, answering and returning phone calls, coordinating Next events, taking meeting notes, assisting all Next programs, maintaining building inventory and documentation, and other administrative tasks. It is imperative that the Office Manager have basic knowledge of all Next programs so that they can direct and assist new youth. Having an Office Manager should enhance communication and knowledge exchange among programs/partners and integrate service delivery.

Lastly, an Outreach Specialist should also be included in each proposer's functional leadership model. The Outreach Specialist will lead participant outreach strategy under the direction of the Next Director, assist the Next Director with partnership development, identify community/participant needs, plan outreach events and activities for all Next programs and partners, and be responsible for Next's social media channels ([Facebook/](#) [Instagram/](#) [LinkedIn](#)) and maintain [Next's website](#). The Outreach Specialist should spend time every week out in the community engaging with

partners, potential partners, programs, businesses, etc. as it relates to serving OSY and helping them achieve employment and post-secondary education success.

In short, all three of these positions help Next facilitate unprecedented levels of agency cooperation, while also assuring that program delivery can remain relevant, responsive and youth centered. In order for the functional leadership system to be most effective, equitable and unbiased, the Next Director, Office Manager and Outreach Specialist position should be employed by a unique consortium partner with no other role. These three positions should equally support all partnerships—biases can occur when the positions are employed by the same organization as another Next program or partner.

Consortium and Partnership

Partnership is a core component that provides the guidance and balance necessary to develop a high functioning workforce system. A consortium is defined as an association, typically of several organizations. To best support Opportunity Youth, WSW will only fund consortium proposals. A Letter of Support is required between the consortium lead and each association/ partnership. In addition, the consortium lead is encouraged to create a funding model that invests in and supports each partnership, included in the Budget Detail Form and addressed in the Letter of Support. Please note that only one proposal will be awarded and partner agencies are eligible to apply with multiple lead proposers.

One partner will need to provide the following required core components: 1) Outreach, Recruitment, and Orientation; 2) Eligibility Determination and Registration; 3) Objective Assessment; 4) Individual Service Strategy; 5) Trauma Informed Case Management of all services including the 14 elements described in section III C; 6) Placement into Post-Secondary training and/or employment; and 7) 12-month follow up.

For the purpose of this RFP, partnerships will fall into one of the following three tiers:

1. Tier 1: Invested partners with an attached Letter of Support, where a mutually beneficial relationship is established. This could include providing referrals, regularly sharing relevant information as it pertains to serving OSY, etc. A member of this partnership may serve on Next's board of youth partners, the Next Champions Council.
2. Tier 2: Invested partners with an attached Letter of Support, where a mutually beneficial relationship is established. A member of this partnership may also serve on Next's Champions Council. Financial support is also given from the lead consortium proposer to the supporting partner. Additionally, the supporting partner is required to be co-located at Next 20% or less of their time and, as applicable, offers space for the Next case management staff to be co-located at the supporting partner's location on a minimum monthly basis.
3. Tier 3: Invested partners with an attached Letter of Support, where a mutually beneficial relationship is established. A member of this partnership may also serve on Next's Champions Council. Financial support is also given from the lead consortium proposer to the supporting partner. Additionally, the supporting partner is required to be co-located at Next more than 20% of their time and, as applicable, offers space for the Next case management staff to be co-located at the supporting partner's location on a minimum weekly basis.

At least two partnerships outside of the provider of the required core components; and the partner employing the Next Director, Office Manager and Outreach Specialist should fall into Tier 3. Proposals that include more partnerships in Tier 1, Tier 2, and especially Tier 3 will be more competitive.

Furthermore, proposer's consortiums must include seven or more partners. In addition to a partner providing the required core components; a partner employing the Next Director, Office Manager and Outreach Specialist; a leadership and entrepreneurship-focused partner; and a partner who can assist young adults with earning their GED or equivalent; the remaining three partners should serve any of the following WIOA and WSW priority populations: mental health, low income, past or current justice-involvement, unhoused youth, LGBTQIA+, single parents, communities of color, English Language Learners, post-secondary education such as any community colleges, or individuals with disabilities. Consortiums with more than seven partners will be more competitive, especially if additional partners serve different priority populations.

Strong partnerships with high schools in local school districts, employers in high-growth and high-demand industries, and other relevant organizations should also be identified. These partnerships can fall into any of the above Tiers and do count towards the two Tier 3 partnership minimum, but do not count towards the seven-partner requirement noted above.

All collaborations should be utilized to increase access of services, reduce duplication, close service gaps, promote collaboration and ultimately help Opportunity Youth meet positive outcomes of entering post-secondary education or entering the workforce in a quality job or quality job pathway.

Southwest Washington Sector-Specific Needs

As part of the Columbia-Willamette Workforce Collaborative, WSW develops, designs, and implements innovative training and business solutions to further the economic growth and viability of the region while focusing on four high-growth, high-demand sectors: Manufacturing, Healthcare, Technology, and Construction.

As part of this RFP, WSW expects that all proposers are aligned with our [industry specific workforce plans and labor market reports](#), and are expected to train and educate staff internally as to the goals of the plans and to set goals and benchmarks for performance that would contribute to the outcome metrics listed for these industries. All four workforce plans have goals related to building the pipeline by attracting local, diverse, young adults. **There should be a concentrated effort placed on plan goals related to the emerging workforce.**

In addition, WSW's business team leads business outreach and engagement in Southwest Washington. It is expected that the successful proposers will work with WSW's business team to coordinate business outreach. It is also the expectation that the successful proposer prioritizes the workforce intelligence provided regularly by WSW into opportunities to develop and deliver qualified job candidates for immediate openings, as well as to prepare candidates for future opportunities by investing in necessary educational programming for Opportunity Youth. Proposers should be able to explain how they will work with the WSW Business team to ensure participants are professionally developed to meet business needs.

While WSW’s investments focus on jobs in our target industries, WSW also places value on entry-level “first jobs” and other in-demand jobs which may fall outside of our target industries, where appropriate, that provide the necessary work skills to prepare Opportunity Youth for successful long-term careers in the future. When focusing on short-term “first jobs,” long-term quality job *pathways* for career development should be defined and emphasized.

II B. Next History and Overview

[Next](#) helps young adults aged 16-24 get set for success by providing the holistic support and training they need to create the future they want. Next provides a safe space where youth can connect and access the education and career support they need to take charge. The center is designed to mitigate barriers to success by co-locating key education, career skills training and other youth-serving agencies under one roof. It is the region’s only career and education one-stop center for young adults and is a WorkSource (American Job Center) affiliate site.

Less than two years after Next’s opening, the COVID-19 pandemic caused a 2% spike in the national Opportunity Youth population for the first time in a decade, posing educational and economic challenges that disproportionately burdened this community. In response, Next developed virtual and hybrid practices that are still present—in addition to in-person services— as they have remained effective for providing most services. **Competitive proposers should seek to maintain hybrid services.**

Next Clark County

The physical Next building is located in Clark County and is open to participants Monday—Friday from 9am to 4:30pm. It is a consortium of service providers who have voluntarily co-located in a dynamic youth-centered space to combine resources, improve collaboration, and reduce duplication of efforts. Next integrates education, training, and career services in a single location to help Opportunity Youth succeed in work and life. The following partners are currently co-located at Next in Clark County: Job Corps, PAX Learning Center, The Underdog Mentality and Equus Workforce Solutions. **Proposers should consider creative center hours that are effective at serving OSY.**

Next Cowlitz and Wahkiakum Counties

Next’s Cowlitz and Wahkiakum presence is currently based out of Goodwill’s Longview Work Opportunity Center due to Goodwill’s contractual partnership with Next. It is open Monday – Friday from 8am to 4:30pm. The following partners are currently co-located there: Goodwill Disability Services, Goodwill Digital Skills Training, Goodwill Connect, and Open Doors. **Cowlitz and Wahkiakum County proposers will need to ensure that there is a physical presence through the consortium partners for Next in Cowlitz and Wahkiakum counties, and that this presence utilizes service hours effective at serving OSY.** The Next presence in Cowlitz and Wahkiakum counties need to be available in-person on a minimum monthly basis. Regardless of location, all three counties are expected to align services, provide universal access, utilize the same “Next” branding and integrate service delivery.

Section III: Programming Philosophy and Elements

III A. Priority Populations

This RFP seeks service providers that demonstrate a commitment and history of serving one or more of the following priority populations. All participants served must also meet eligibility requirements whether they are a part of a priority population or not. The youth program must target Opportunity Youth who are ages 16-24, and should focus on serving youth who identify in one of the WIOA or WSW Priority Populations, as follows:

WIOA Priority Populations:

1. Displaced homemakers
2. Low-income individuals
3. Individuals with disabilities
4. Past or current justice-involved individuals
5. Unhoused individuals
6. Youth who are in or have aged out of foster care
7. English Language Learners: individuals with low levels of literacy and/or individuals facing substantial cultural barriers
8. Single or expecting parents
9. Veterans and eligible spouses (as determined by the Governor)
10. Communities of color
11. LGBTQIA+

WSW Priority Populations:

1. Youth experiencing mental health issues

III B. Performance Outcomes

Federal and State Performance Measures

There are federal performance indicators the proposer is required to meet or exceed. Targets for these indicators are redefined annually by the federal and state governments, and providers will be held accountable for achieving performance targets outlined in the annual contract.

Please note that some performance indicators are attainable while a youth is enrolled in the program, and others are attainable only after the youth is exited from the program for a specified time period.

For details on these performance indicators, please refer to Appendix A.

WIOA Priority Outcomes

There are two positive outcomes for all youth served through this investment:

1. The goal for an Opportunity Youth who **does not** have a high school diploma or GED is the attainment of a high school diploma or GED and transition into post-secondary education or training, attainment of a recognized credential, and/or unsubsidized employment, including apprenticeship.

2. The goal for an Opportunity Youth who **has** a high school diploma or GED at enrollment is to transition into post-secondary education or training and attainment of a recognized credential and/or unsubsidized employment, including apprenticeship.

Successful proposer's will need to consider how they will assist Opportunity Youth with attaining unsubsidized, *quality* employment or quality employment *pathways*, as defined by [WSW's Quality Jobs Initiative](#).

III C. 14 Required Opportunity Youth Program Elements

The following 14 Required Program Elements are to be used in order to assist participants with reaching the above outcomes. **Each proposer is responsible for providing access to the following 14 program elements within their consortium for enrolled Opportunity Youth:**

1. Tutoring, study-skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
2. Alternative secondary school services or dropout recovery services, as appropriate
3. [Paid and unpaid work experiences](#) that have as a component academic and occupational education, which may include:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs
 - c. Internships and job shadowing
 - d. On-the-job training opportunities
 - e. Career Launch programs
4. [Occupational skill training](#), which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations outlined on the [WSW Demand Training List](#)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
7. [Supportive services](#)
8. Adult mentoring for the period of participation and a subsequent period, for a total of no fewer than 12 months
9. Follow-up services for at least 12 months after exiting the program to ensure continuity of services and progress towards performance outcomes. Follow-up services must be provided by the same program that provides case management during program participation. The type of services provided must be based on the needs of the individual
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
11. Financial literacy education

12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration service
14. Activities that help youth prepare for and transition to postsecondary education and training.

For further guidance on program requirements, reference the [Department of Labor Final Rules](#) for specific definitions and rules.

In addition to the 14 Required Opportunity Youth Program Elements, WSW has identified the following as priority services for youth served through Title 1 programming. **Proposals that demonstrate more of these services will be more competitive.**

1. High school equivalency completion for dropout population
2. Education/training in sector-related occupations, including work experience or internships
3. Job-shadows, informational interviews, career fairs, mock interviews, or similar activities which increase awareness for potential career pathways and lead to the development of professional networks
4. Job placements, training-related placements, placements in targeted and/or in-demand occupations, and acceptance into apprenticeships
5. Skill development (such as basic, life, job-readiness, leadership, and occupational skills)
6. Completion of work-readiness curriculum (review section II A, page 6)

III D. Data Management

WorkSourceWA.com is managed by the Washington state Employment Security Department and serves as the business and job seeker-facing self-service Labor Exchange system. It is designed for job seekers to find and apply for open jobs, and for employers to post jobs and receive job matches, applications, and contact potential applicants. Efforts to Outcomes (ETO) is the state managed case management system used for state and federal reporting.

All successful proposers will be required to use ETO to record and track all client activities and program services. Reports generated from ETO will be used to determine program performance by the subrecipient, WSW, and the State. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated through WSW; it is the subrecipient's responsibility to ensure ongoing staff expertise and compliance.

In addition, Washington State has plans to transition to a new state-managed case management database. **Proposers will need to work with WSW to train their staff on how to use the new system when it is launched.** More information, including timeline for implementation, is available in the [Charter for the WIT replacement project](#), and monthly status reports can be found [here](#).

Awardees will be asked to provide additional documentation or information not accessible through ETO to evaluate performance outcomes, as well as program strengths and weaknesses. An internal tracking knowledge and mechanism is recommended. Plus, WSW strives for participant and program information to be accessible and usable for program staff to increase program efficiency and reduce

redundancy. WSW utilizes Launchpad (Salesforce) as a tool to track business engagement and private sector contacts. WSW will provide system training on Launchpad's use.

Section IV: RFP Information

IV A. Proposal Review and Evaluation Process

Proposals will be screened for compliance with federal and state requirements, and alignment with the specifications of this RFP through the following three-phase process.

Phase I:

WSW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will continue to Phase II:

- All requested information and documentation are included in the application package
- The proposal is submitted in accordance with the RFP

Phase II:

Proposals that have met the minimum criteria as stated above will then be reviewed and ranked by the evaluation committee based on the scoring metrics in the next section. The Evaluation Committee will be comprised of WSW Staff and WSW Board members who are not bidding or in partnership of a submitted proposal.

Phase III:

The recommendations of the Evaluation Committee will be presented to the Executive Board of WSW and then the full WSW Board of Directors for approval. All contract awards will be considered provisional pending receipt of any additional documents regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

IV B. Submission Requirements

All proposals must be received by WSW by 5 p.m. Pacific Time on February 10, 2023. Proposals not received by this time will be automatically disqualified from competition—no exceptions. The submitted proposal should be emailed to info@workforcesw.org as a PDF with "Youth Proposal" in the subject line and read receipt requested.

- Include all the required charts and templates, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- Proposals are limited to a maximum of 36 pages, excluding letters of support from partners. Specific page limits for each section are described below in Section IV (C). Failure to keep to these limits will disqualify your proposal from competition. Furthermore, additional forms are discouraged.
- Please use 12-point Times New Roman type, 1-inch margins and single spacing.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

IV C. Proposal Evaluation Criteria, Preparation Instructions and Response Package

The RFP response is divided into nine components, all of which will be evaluated, as follows:

1. Letter of Submittal	(Yes/No)	2-page limit
2. Proposal Summary	(Yes/No)	1-page limit
3. Demonstrated Experience and Ability	(20 points)	5-page limit
4. Relationships and Collaboration	(25 points)	5-page limit
5. Program Design	(40 points)	15-page limit
6. Program Cost and Budget	(15 points)	5-page limit
7. Planned Performance Numbers	(Yes/No)	2-page limit
8. Statement of Compliance Form	(Yes/No)	1-page limit
9. Letters of Support	(Yes/No)	**
	Max 100 points	Max 36 pages

***not included in page limit*

9 Component Details

1. Letter of Submittal..... (Yes/ No) 2-page limit

The Letter of Submittal is to be completed by the lead applicant of the consortium. The proposal Letter of Submittal must be completed in full and signed by an agency officer authorized to bind the agency or agencies to all commitments made in the proposal. It should include the following:

- No more than 2 paragraphs introducing your organization, minimum seven-partner consortium & proposal
- Lead agency name, mailing address, contact person, phone, fax & email address
- Include the name of other consortium partner agencies. Please attach signed letters of commitment from each of these partners at the end of your proposal
- Which counties you intend to serve (Clark, Cowlitz & Wahkiakum, or all)
- Include a budget summary for each county
- Include the number of participants you intend to serve in each county
- Include the cost per participant in each county
- Include addresses of all proposed service sites & any proposed satellite sites, including any partners included in Tier 2 & 3 where Next case management should also be able to co-locate & offer Next services
- Include the following statement, followed by the name, title, signature, and telephone number of your authorized representative, along with the date: "To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded"

2. Proposal Summary..... (Yes/ No) 1-page limit

Please provide a narrative proposal summary.

3. Demonstrated Experience and Ability (20 points) 5-page limit

This category will evaluate experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track, and report performance. It will also evaluate the proposer's depth of experience in successfully serving the proposed priority

population. This should include the specific strengths of each partnership in the consortium.

Evaluation of the performance and management capability of the proposing agencies will include:

- Successful WIOA/federal administrative experience & capacity, or related grant & contract management experience
- Demonstration that the consortium has the capacity to fulfill the proposed actions
- Each partner’s experience serving economically at-risk youth & the proposed priority populations, & how they will work together to maximize program strength (review III A, page 10)
- Involvement with Next in Clark County or region-wide partnership serving the priority populations in Cowlitz & Wahkiakum Counties
- Connection with Wahkiakum County businesses (Cowlitz & Wahkiakum applications only)

Please answer the following questions in the order listed:

1. Explain why your consortium is the best fit for this work. Describe how each partner contributes to an effective consortium.
2. Summarize your consortium’s administrative experience related to program design, delivery, and management, as well as staff management, financial management (including use of acceptable accounting practices and controls), and performance management.
3. Describe your organization's experience in determining youth eligibility and delivering workforce services, including any knowledge and experience with federal funding sources, WIOA regulations, and federal, state, and local performance measures. If you lack experience in these areas, describe equivalent experience or your plan for meeting the requirements.
4. Summarize your consortium’s past success in meeting or exceeding performance metrics with the proposed priority populations. What are these measures, and how were they tracked? What best practices were applied to achieve success? If you lack prior experience meeting or exceeding performance metrics, please provide other convincing evidence for why you would meet or exceed success metrics for this program.
5. Describe your consortium’s experience and ability in utilizing complex management information systems, including Efforts to Outcomes (ETO), or similar reporting mechanisms. Describe how you would use this or other systems (including Launchpad or a similar CRM) to ensure accurate and timely reporting.

4. Relationships and Collaboration (25 points) 5-page limit

This category will evaluate how well the proposer plans to work with service providers to leverage funds and integrate services and staff functions. This section also evaluates the proposers’ capacity to thrive within Next’s collaborative service delivery model, including the ability of the proposer to effectively co-locate and implement integrated service delivery. The proposer must demonstrate an active and intentional commitment to key pillars of the collaborative model, including functional supervision and functional leadership. Evaluation of this section will include:

- Evidence of credible, realistic, & strategic partnerships, including Tier & partnership requirements (review II A, page 7)
- Evidence of ability to thrive in Next’s functional leadership structure & effectively implement integrated service delivery (review II B, page 9)
- Collaboration with the WIOA Adult Service & other mandated WIOA providers to seamlessly prepare a vetted talent pool of 16-to-24-year-olds

- Collaboration with local community partners, especially with services provided to youth & priority populations

In any order, provide the following information about your consortium:

1. Describe your consortium—name the 7-minimum partners, which Tier does each fall in, have you worked together before and what is the overall structure of the consortium?
2. Describe which partners will employ the Next Director, Office Manager and Outreach Specialist. How will you utilize functional leadership to maximize performance and increase interagency cooperation during the program?
3. Describe the mechanisms you will put into place to assure clear communication between partners, as well as procedures you will utilize to resolve disputes, or address program challenges or issues as they arise.
4. Describe each partner’s role or service in your consortium (provide staff, materials, training, wages, facilities, rent, etc.), services provided, funding sources, and funding stability, the amount allocated for their contracted services, and the amount of financial or in-kind resources they provide to the program. Attach letters of commitment to the end of this proposal documenting their relationship and role with you.
5. Describe your philosophy in working with business and any specific strategy for building strong business ties to your programming if awarded the contract.
6. Please provide a detailed Community Engagement Plan for how you will build relationships with or further engage community partners, schools, and local government in the specific counties you propose to serve. Describe your philosophy on working with partners in these areas and describe detailed county-specific strategies for building strong ties in these areas.
7. Describe how you will engage with local businesses and organizations to involve them in Next’s board of youth partners, the Next Champions Council? How do you plan to utilize these minimum-quarterly meetings to better serve Opportunity Youth?

5. Program Design (40 points) 15-page limit

This category will evaluate the program design, services, processes, collaboration, and performance. Please provide a compelling description of your program design in response to the questions listed.

Evaluation of this section will include:

- Compatibility between the proposed program design & WIOA and WSW goals
- Logic map of the staffing model for proposed services
- A Quality Jobs Statement for the consortium’s own employees, that addresses each of the 6 (A-F) Quality Jobs Standards on page 4 of [WSW’s Quality Jobs Framework](#)
 - a. Note: The first Quality Job Standard is self-sufficient wages, where a sufficient income is offered for employees to afford a decent standard of living. For the current period of performance specified in this contract, an average wage for this line of work in this 3-county service area is \$23.68 per hour for a 40-hour work week, or equivalent salary. This average wage is based on the labor market in Southwest Washington.
- Detail on how the applicant or consortium will reach & serve the proposed populations (review III A, page 10)
- Planned Next center hours that are responsive & inclusive of all Opportunity Youth

- The extent of collaboration with K-12 system, other community organizations, businesses, & the local WorkSource office
- Innovation & creativity of program design to achieve desired program outcomes (review III B, page 10)
- Client service flow, service accessibility, assessment tools, desired outcomes, & strategies for teaching appropriate workplace behaviors & soft skills
- Capacity to deliver programming that utilizes trauma informed care & strategies for working with populations who have experienced personal & historical trauma, & provides supports for underserved populations
- Capacity to adopt new & innovative technologies, tools, management techniques, or practices into program design. Proactively identifying emerging technology & program trends that can be used to enhance program delivery

Please provide a compelling description of your program design in response to the questions listed below. This is a free-form response. You do not need to respond in the order listed.

1. How does your proposal meet the goals and desired results of the RFP? What is your compelling message about what the program does and how will it have an impact on the community?
2. How will you identify and serve youth from the identified populations, and how will your proposed services increase the likelihood of participants reaching the desired outcomes?
3. How will you meaningfully include participants in flexing and improving programming?
4. Describe your experience with the trauma informed care model. Describe how you will implement the trauma informed care model as a best practice in the program for participants and staff.
5. Utilize a logic map to describe your program's organizational and staffing model, and the benefits of this model. Please include staffing job titles, their proposed hourly/ salary wages, and a brief description of job duties.
6. Describe the process for serving a youth from recruitment, to exit, to follow-up. Describe your proposed strategies for recruitment of students from traditionally underserved backgrounds, and how it will be accessible. How will your recruitment and programming specifically meet the needs of these populations?
7. Identify planned Next center hours and how these will meet the needs of Opportunity Youth.
8. How will you assess youths' goals and needs during the case management process? How will the assessments be conducted, what are the goals of the assessments, and how what tools will be used to conduct the assessments? How will case management staff assure that youth are connected to the services that are the most impactful?
9. How will your service delivery model provide the federally mandated service components to participants? Describe the strategies and tools you will use to provide the required core components and the required 14 elements.
10. How will you ensure that services, including the required 14 elements, are accessible to all, such as providing meaningful support to those with limited English language proficiency?
11. How will you incorporate age-appropriate soft skills and behaviors to prepare program participants for employment?
12. Describe how your consortium will implement emerging technology and best practices into youth programming.

13. Please discuss how your program will implement a work-readiness curriculum, which may be developed over the course of the contract period. Describe how you will adapt the curriculum to meet the needs of the county or counties you propose to serve.
14. Describe the steps your consortium will take to sustain and improve outreach efforts to youth in addition to the required Outreach Specialist staff member. Address how you will use advertisements, social media, or other online outreach tools to further these goals. If you plan to utilize social media as an outreach strategy, please include a social media strategic plan.
15. Describe how your program will integrate with WorkSource to seamlessly serve youth ages 18-24. Describe how you will communicate with WorkSource to best serve participants.
16. Describe how your program will partner with the K-12 system, community colleges, and other training organizations. How will these partnerships affect your outcomes? Describe any articulation agreements you may have or credits that participants can earn.
17. How will you use the [WSW sector plans](#) to inform your staff, work, and services.
18. Describe how your organization or consortium will implement procedures to serve as safeguards in the event of staff turnover, or unexpected staff absence.
19. Describe how your organization or consortium will position Next as the top talent pipeline for employers in Southwest Washington to access the emerging workforce to fill job openings in high-growth, high-demand sectors and occupations.
20. Describe other innovative and unique components of your proposal.
21. *(Clark County Only)* Describe the steps you will take to assure Next continues to have high rates of youth participation and high numbers of return visits. Describe your strategy for preserving and enhancing Next’s dynamic, inviting, and youth centric culture to drive high visitor numbers and performance.

6. Program Cost and Budget (15 points) 5-page limit

This category will evaluate the cost of the proposed program and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy and completion. Additionally, all proposals will be reviewed for costs that are allowable, fully justified, and competitive as measured by the review of the line item budget; the program design, cost per participant, and cost per positive outcome, and comparison to all other proposals.

Budget Summary

1. Summarize total funds requested from Section 2 below for each county for which you are proposing.
2. Summarize total leveraged funds from Section 2 below for each county for which you are proposing. State the sources and specifics of proposed leveraged funds.
3. Total WIOA funds requested plus leveraged funds.

Clark	Amount
Number of Youth Served	
WIOA	\$
Non-WIOA	\$
Total Budget	\$
Cost per Youth Served	\$
Cowlitz	Amount
Number of Youth Served	
WIOA	\$

Non-WIOA	\$
Total Budget	\$
Cost per Youth Served	\$
Wahkiakum	Amount
Number of Youth Served	
WIOA	\$
Non-WIOA	\$
Total	\$
Cost per Youth Served	\$
Grand Total Budget	\$

Budget Detail Form

Please complete one budget detail form for each county you are proposing to serve.

County:	Total Number of FTEs:	
	WIOA Budget	Leveraged Funds
Personnel Expenses		
Next Director Wages	\$	\$
Next Office Manager Wages	\$	\$
Next Outreach Specialist Wages	\$	\$
Case Management Staff Wages	\$	\$
Other Staff Salaries & Wages	\$	\$
Employee Benefits	\$	\$
Payroll Taxes	\$	\$
Temporary Employees	\$	\$
Total Personnel	\$	\$
Operating Expenses		
Professional Fees	\$	\$
Supplies, Postage & Shipping	\$	\$
Telephone	\$	\$
Occupancy (Rent & Utilities)	\$	\$
Equipment Rental & Maintenance	\$	\$
Equipment Purchase	\$	\$
Printing & Publications	\$	\$
Travel, Conferences & Meetings	\$	\$
Insurance	\$	\$
Dues & Memberships	\$	\$
Outreach Materials	\$	\$
Total Operating	\$	\$
Participant Expenses		
Training, Tuition & Books	\$	\$
Support Services	\$	\$
Participant ITA – Tuition & Books	\$	\$
Work Experience (WEX)	\$	\$
Participant Wages		
WEX Personnel Wages	\$	\$

WEX Personnel Benefits	\$	\$
WEX Personnel Payroll Taxes	\$	\$
On the Job Training (OJT)	\$	\$
Total Participant Expenses	\$	\$
Other Expenses		
Indirect Costs	\$	\$
Next Champions Council	\$	\$
Next Gen Leadership Council	\$	\$
Management Fee (for-profit companies only)	\$	\$
Other-please describe	\$	\$
Total Other	\$	\$
TOTAL	\$	\$

Budget Narrative

Please use this section to describe your budget assumptions, sources of leveraged funds, unique expenditures, or other budget information you would like the evaluation committee to know.

7. Planned Performance Numbers..... (Yes/ No) 2-page limit

Please complete one Performance Form for each county you propose to serve. Please use unduplicated numbers. When projecting numbers, use best-guess projections and assume full program funding.

Youth Service Plan Levels July 1, 2023 – June 30, 2024	16-24 years old
Total New Enrollments	
Individuals not attending secondary school, do not have high school diploma or GED	
Have H.S. Diploma or GED and not enrolled in school	
Priority Populations*	
Displaced homemakers	
Low-income individuals	
Individuals with disabilities	
Past or current justice-involved individuals	
Unhoused individuals	
Youth who are in or aged out of foster care	
English language learners	
Single or expecting parents	
Veterans and eligible spouses	
Communities of color	
LGBTQIA+	
Youth experiencing mental health issues	
Total Received Diploma/Credential **	
High School Diploma	
Equivalent Diploma (GED)	
Associates/ Bachelor’s Degree	

Other Recognized Credential	
Total Work Experience***	
Subsidized Summer Employment/Internship	
Other Subsidized Employment	
Total Exits	
Exits with Diploma/Credentials**	
Exit into Qualified Apprenticeship	
Exit into Post-Secondary Education	
Placement into Unsubsidized Employment (UE) or Military	

**This category does not need to total. Some youth may fall into more than one category.*

***Common measure definition of diploma/credential.*

****May include subsidized WEX using non-WIOA funding, OJT, and Pre-Apprenticeship*

The entire consortium is responsible for all the aforementioned performance outcomes. Please describe how you will manage and assign outcome responsibilities by consortium partners.

8. Statement of Compliance Form..... (Yes/ No) 1-page limit

Please use the following template for the Statement of Compliance Form. Please certify the document through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

Template:

As the authorized signatory official for: _____,
 Submitting Organization

I hereby certify:

- That the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (the legal signatory for the organization applying);
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Washington Employment and Training issuances, Workforce Southwest Washington policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WSW within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
- That the above-named proposer has read and agrees to the WSW Sample Contract Boilerplate (available upon request). If the proposer does not agree with contract clauses, proposer must notify WSW prior to proposal due date; and
- That the contents of the application are truthful and accurate; that the above-named proposer agrees to comply with the policies stated in this application; that this application represents a firm request

subject only to mutually agreeable negotiations; that the above-named proposer is in agreement that the WSW reserves the right to accept or reject any proposal for funding; that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Workforce Southwest Washington.

Authorized Representative Signature

Typed Name and Title

9. Letters of Support (Yes/ No) not included in page limitations

Please provide letters of support from key partners. Letters should outline their relationship with the lead proposer, the role they will play in this partnership, the duties they have agreed to, and any other specific commitment. It should also include the Partnership Tier as defined by this RFP, and the amount of time, if any, partners will spend in the Next building, and how much time Next-branded staff will spend at the partner’s location. Partners to whom you are subcontracting should also indicate the amount of funds you are planning to subcontract to them. Please note that only one proposal will be awarded and partner agencies are eligible to apply with multiple lead proposers.

IV D. Submission Checklist

This checklist should be used to ensure all components of the proposal are included. This checklist should not be submitted with the proposal. The Response Package should include the following:

- Letter of Submittal
- Proposal Summary
- Demonstrated Experience and Ability Narrative
- Relationships and Collaboration Narrative
- Program Design Narrative
- Program Cost and Budget Forms and Narrative
- Planned Performance Forms
- Statement of Compliance Forms
- Copy of your approved indirect rate from your cognizant agency, if applicable
- Signed letters of commitment from partners with whom you will have a contractual relationship or will play a critical role in delivering your services

Section V: Provisions and Disclaimers

1. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
2. All solicitations are contingent upon availability of funds.
3. WSW reserves the right to accept or reject any or all proposals received.
4. WSW reserves the right to waive informalities and minor irregularities in proposals received.
5. This RFP does not obligate WSW to award a contract.

6. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
7. WSW may accept any item or group of items of any proposal, unless the proposer qualified its offer by specific limitations.
8. WSW may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the proposer can submit to WSW.
9. WSW reserves the right to request additional data, oral discussion or documentation in support of written proposals.
10. All data, material, and documentation originated and prepared by the proposer pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
11. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected proposers and WSW staff, and continued contracts depend on availability of WIOA funds.
12. Any changes to the WIOA program, performance measures, funding level, or the WSW Board of Directors' direction may result in a change in contracting. In such instances, WSW will not be held liable for what is in the proposer's proposal or this Request for Proposals package.
13. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies, and WSW policies and procedures.
14. Proposers shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Public Law 113-128 (WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I and WorkSource System Policies.
15. Additional funds received by WSW may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of WSW.
16. WSW may decline to fund part or all of a proposal, even though it is found to be in the competitive range, if, in the opinion of WSW, the services proposed are not needed, or the costs are higher than WSW finds reasonable in relation to the overall funds available, or if past management concerns lead the WSW to believe that the proposer has undertaken more services than it can successfully provide.
17. WSW has a right to fund a lower-ranked proposal over a higher-ranked proposal because of valid policy considerations.
18. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by the WSW staff. This site visit will establish, to WSW's satisfaction, whether the proposer is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the WSW, that the proposer may not be able to fulfill contract expectations, WSW reserves the right to decline to enter into contract with the organization, regardless of WSW's approval of the proposer's proposal.
19. WSW is required to abide by all WIOA legislation and regulations. Therefore, WSW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.

20. All proposers must ensure equal opportunity for all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medication conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status.
21. All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
22. Proposers must accept liability for all aspects of any WIOA program conducted under contract with WSW. Proposers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
23. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a proposer fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
24. Proposers will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, proposers are required to maintain all current WIOA records in addition to WIOA records for three years, beginning on the last day of the program year (2 CFR Part 200.333).
25. The contract award will not be final until WSW and the proposer have executed a mutually satisfactory contractual agreement. WSW reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WSW approval of the award and execution of a contractual agreement between the successful proposer and WSW.
26. WSW reserves the right to cancel an award immediately if new state or federal regulations or policy make it necessary to change the program purpose or content substantially or to prohibit such a program.
27. WSW reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
28. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the proposer.
29. WSW reserves the right to reject any or all proposals received and to negotiate with any and all proposers on modifications to proposals.
30. All contractors shall obtain annually an organization-wide audit. If the organization receives more than \$750,000 in annual federal funding, the audit must comply with standards set forth in OMB 2 CFR 200, Subpart F. Include allocated audit costs in the proposed budget detail.
31. At the request of WSW, the contractor will provide certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.
32. Proposers are advised that most documents in the possession of WSW are considered public records and subject to disclosure under the State of Washington's Public Records Law.

Appendices

Appendix A

Federal and State Performance Targets WIOA Title 1-B Youth

The selected proposer agrees to meet or exceed WIOA state, federal and local performance measures and indicators. Subrecipient will ensure that services provided achieve the desired outcomes as defined in the table below.

WSW analyzes quarterly performance data pulled from WorkSource WA. It is the responsibility of the selected proposer to ensure that all staff inputting data into WorkSource WA/ETO have attended and received ETO training as provided by the State. It is the responsibility of the Subrecipient to ensure that data entered into ETO is accurate and up to date. All data will be entered within seven (7) days of the activity. These numbers will be evaluated on a non-duplicated count on a quarterly basis and on reports provided in your monthly report. For participants enrolled in more than one program: each seeker ID enrolled in ETO will be counted separately and included in the count for each Workforce Innovation and Opportunity Act Youth Program, Adult, or other special project funded in which they are co-enrolled.

a) State-Negotiated Performance Targets:

	Target
2 nd Quarter Employment/Education	57.2%
2 nd Quarter Earnings Median	\$3,792.00
4 th Quarter Employment/Education	55.4%
Attainment of Degree/Credential	70.8%
Measurable Skills Gain	43.4%

b) WIOA Performance Indicators:

1. Employment:

- a. The percentage of program participants who are in education or in unsubsidized employment **during the second quarter after exit** from the program
- b. The percentage of program participants who are in education or in unsubsidized employment **during the fourth quarter after exit** from the program

2. Earnings:

- a. The median earnings of program participants who are in unsubsidized employment **during the second quarter after exit** from the program

3. Credential Attainment: a. The percentage of program participants enrolled in education and training services who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent **during participation in or within one (1) year after exit** from the program

4. Measurable Skills Gains: a. The percentage of program participants who, **during a program year**, are in an education or training program that leads to a recognized postsecondary credential, secondary school diploma, or equivalent, educational functioning-level gain; progress towards education or training milestones; or pass a technical/occupational knowledge-based exam

5. Effectiveness in Serving Employers *(no target set yet, but still tracked):*

a. The listed indicators of effectiveness in serving employers across our region, include demonstrations of employment-based training, sector-specific cohorts, and employer needs assessments. The State will choose two of the following shared outcomes (“shared outcomes” is defined by the reporting as a state including all 6 core partners):

- i. Retention with the same employer in the 2nd and 4th quarters after exit
- ii. Employer penetration rate: How many employers did partners reach in our service area?
- iii. Repeat business customer rate: How many businesses came back for services with any of the core partners?

Indicator Related to Credential

Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one (1) year after exit from the program.

Appendix B

WorkSourceWA Technical Requirements

WorkSourceWA is a computer-based information system designed to integrate employment and training program services under the Workforce Innovation and Opportunity Act (WIOA). WorkSourceWA provides customer tracking and enables Washington State to meet federal and state mandated WIOA reporting requirements. The WorkSourceWA system uses a Customer Management Information System for case managers and local WorkSource staff to track and manage clients' (employer and job seeker) engagement and services.

All subrecipients will be required to enter data into the WorkSourceWA system for every customer. Proposers may either incorporate the estimated costs of WorkSourceWA implementation into their budgets (computer hardware and personnel), or link with organizations that currently have the capacity to enroll individuals into WorkSourceWA.

WorkSourceWA is a new case management system for our state. There are two sides to the system: one side is for job seekers and employers called "Job Match"; the other side is for case managers called "ETO." The system is designed for WSW programs to become paperless with document uploads and easy access. However, this does not supersede the Subrecipient retaining employer files and participant hard-copy documentation for the required three-year retention period. All youth are required to sign in to WorkSourceWA for an individual account that will contain all their personal information.

a) Hardware Compatibility

Customer Management Software runs on Windows computers and is not compatible with Apple computers unless configured to operate on a Windows platform. To prevent potential issues, Windows updates should be conducted on a regular basis. It is recommended that the computer be set up to receive automatic updates for Windows.

b) Software Compatibility

Customer Management Software is accessed through the Internet. Internet Explorer (IE) must be used as the browser for the WorkSource solution. Customer Management Software is only compatible with Internet Explorer.

WIOA Subrecipients are required to attend a three-day WorkSourceWA training prior to being granted access to use the system. If the proposer already has access to ETO, only new staff will be required to attend the training.

Additional system requirements may be expected and will be provided by WSW upon contract award.

Appendix C

Internet Links

The following links may assist you in your proposal. WSW is not responsible for the content or maintenance of non-WSW websites.

WSW, WIOA Youth and WIOA-Related Policies and Guidelines

WSW policies and technical assistance can be found at the WSW website:

<http://workforcesw.org/providers>

A. Operations Policies

WSW policies on the following categories can be found: Fiscal, General, Program, Forms

B. WSW Technical Assistance

Additional information on the following topics can be found:

- WIOA Law
- WIOA DOL Final Rules
- OMB Super Circular
- DOL Training and Employment Guidance Letters
- DOL Training and Employment Notices
- WSW Technical Assistance (TA) Memos

C. State Policies and Other Links

- [Employment Security Department WIOA Policies](#)
- [Employment Security Department Technology – Efforts to Outcomes/WorkSourceWA](#)
- [State Eligible Training Provider List \(ETPL\)](#)
- [State Workforce Board](#)

D. Youth Resource Links

- *Department of Labor Office of Youth Services (OYS)* – http://www.doleta.gov/Youth_services/
- *National Youth Employment Coalition* – <http://www.nyec.org>
- *Promising and Effective Practice Network (PEPNet)* – <https://nyec.org/pepnet/>
- *National Collaborative on Workforce and Disability for Youth* – <https://youth.gov/federal-agencies/national-collaborative-workforce-disability-youth>